

SOCIAL WELFARE (SERVICES) DEPARTMENT

G.O. Ms .No:27

**Dated: 27.03.2023
Read the following:**

1. G.O.Ms.No.110, PR&RD Dept., Dt.19.07.2019.
2. G.O.Ms.No.107 SW (Ser.) dated 25-09-2019.
3. G.O.Ms.No.111, SW (Ser.) dated 25-10-2019.
4. G. O. Ms. No.132 General Administration (SC.A) Department, dated 04.11.2022
5. From the GVWV & VSWS Department, letter Rc.No.576/F/GSWS/2022, Dated 15/12/2022.
6. Govt . Memo No.1955730/5/2023-SW-SER, Dated 12.01.2023.
7. From the Director of Social Welfare, A.P., Tadepalli, e-file No:SOW02-17/13/2023-F SEC-COSW, bearing C. No. 1975504,dt.31.01.2023..

No.448

AMARAVATI, WEDNESDAY, MAY 3, 2023

G.97

ORDER:

NOTIFICATIONS BY GOVERNMENT

The Government of Andhra Pradesh have introduced the concept of NAVARATNALU as the core theme of Governance in order to revamp the delivery systems of Government services with an aim to improve the living standards of the people. To achieve this objective, the Government of Andhra Pradesh had established 11,114 Village Secretariats, one Village Secretariat for every 2000 population in rural areas. The Government sanctioned 91,652 new posts with 11 functional assistants in Village Secretariats, vide G.O. 1st read above.

2. The Social Welfare Department is the Nodal Department for the post of Welfare and Education Assistant (WEA) for recruitment and training. Accordingly, the job chart in respect of Welfare and Education Assistant post has been issued vide G.O. 2nd read above. Further, the AP Social Welfare Subordinate Service Rules have been amended to incorporate the post of Welfare and Education Assistant in the Department vide G.O. 3rd read above.

3. The Village & Ward Secretariats are the focal points that translate the Global Sustainable Development Goals (SDGs) into local actionable tasks at the grass-root level and Government has provided a framework towards the objective of achieving Sustainable Development Goals (SDGs) vide G.O. 4th read above.

4. In the letter 5th read above, the GVWV & VSWS Department has stated that, during the review meeting held on 07.12.2022 by the Chief Secretary to Govt., it was directed, that the job charts of all Village & Ward Secretariat Functionaries shall be appropriately revised and reoriented towards the achievement of Sustainable Development Goals (SDGs), Welfare and Development programmes undertaken by the Government from time to time. Further, it is desired that the activities performed by the functionary should be monitored on real time basis by the inspecting / supervisory officers who will review their activities regularly, evaluate their performance periodically.

[P.T.O]

Education Assistant in line with the programmes of the Government and Sustainable Development Goals and also to identify the Key Performance Indicators that are measurable and quantifiable and to prepare the inspection format of the Mandal Level Supervisory Officers to monitor the performance of WEA and to prepare the format of monthly certification on performance of WEA by Mandal Level Supervisory Officer.

6. In the reference 7th read above, the Director of Social Welfare, A.P., Tadepalli has submitted proposal, in consultation with School Education, PR & RD, Housing Departments and the CEO, SERP covering the four aspects i.e., the additional activities to be included in the Job chart of WEAs, the Key Performance Indicators, Inspection formats for monitoring officers and work satisfaction reports for WEAs.

7. The Government after careful examination of the matter hereby incorporate the additional activities in the Job chart of WEAs and the Key Performance Indicators for WEAs is annexed to this order.

8. The Director of Social Welfare, A.P., Tadepalli, Guntur shall take further necessary action accordingly in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**DR. K S JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT**

To

The Director of Social Welfare, A.P., Tadepalli, Guntur District.

The Housing Department, A.P.Secretariat, Velagapudi.

The School Education Department, A.P.Secretariat, Velagapudi.

The PR & RD Department, A.P.Secretariat, Velagapudi.

The Deptt. of Gram Volunteers / Ward Volunteers & Village Secretariat / Ward Secretariats, A.P.Secretariat, Velagapudi

All District Collectors in the State .

The CEO, SERP, Vijayawada.

The Commissioner, School Education, Vijayawada.

The Commissioner, PR & RD, Tadepalli.

The Commissioner, Housing.

Copy to:

The PS to Prl. Secretary to the Hon'ble Chief Minister.

The OSD to the Hon'ble Minister (SW).

The PS to Spl. Chief Secretary to Government, Housing Department.

The PS to Prl. Secretary to Government, Social Welfare Department.

The PS to Prl. Secretary to Government, School Education Department.

The PS to Prl. Secretary to Government, PR & RD Department.

Sf/Sc.

// FORWARDED:: BY ORDER //

P. Cheluvani
SECTION OFFICER

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ANNEXURE

(TO G.O. MS.No.27 Social Welfare (SER) DEPARTMENT, DATED: 27

I. Welfare Department

S.No	Activity	Frequency of Activity
1.	Identify eligible beneficiaries for government schemes on 100% saturation basis	Yearly
2.	Provide assistance to the beneficiaries of Navaratnalu and other Government schemes for seeding their bank account with their Aadhaar number, ensuring that their Aadhaar number status in the portal of National Payments Corporation of India (NPCI) is active, so that Aadhaar-based payments can be made by the Government.	Monthly
3.	Provide assistance to the beneficiaries of Direct Benefit Transfer (DBT) schemes in case of failure transactions by identifying reasons, rectifying issues and resending amount to beneficiaries	Monthly
4.	Provide counselling to anaemic girls/females and their parents/guardians and recommend measures to overcome anaemia.	Monthly
5.	Complete survey of hostels and residential schools, following the Standard Operating Procedure (SOP) prescribed in the Consistent Rhythms module	Monthly

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S.No	Activity	Frequency of Activity	
6.	Provide handholding support to students from weaker sections who have passed out of 10 th for joining in ITI, Polytechnic, Intermediate, or Skill Development courses	Monthly	P w st co
7.	Provide handholding support to the students from weaker sections who have passed out from ITI, Polytechnic, Intermediate courses to join in suitable courses in higher education or skill development, contributing to an increase in the Gross Enrolment Ratio	Monthly	P pa fu co w

II. School Education Department:

S.No	Activity	Frequency of Activity	
1.	Check the availability of functional girl's toilets and boy's toilets with running water in all schools and inform Engineering Assistant in case of non-working condition	Weekly	P fu (N (I fo *L pe
2.	Check the cleanliness of toilets in all schools and inform Headmaster/Headmistress in case of non-cleanliness	Weekly	
3.	Check the menu, taste, and cleanliness of cooking and serving areas of Mid-Day Meal (MDM) program at all schools	Weekly	• •

S.No	Activity	Frequency of Activity
4.	Check the availability of functional electricity and clean drinking water in all schools and inform Energy Assistant/Engineering Assistant in case of non-availability	Weekly
5.	Visit all School Management Committee (SMC) / Parents Meetings conducted in all Schools	As per schedule SMC/Parents Meeting
6.	Conduct counseling to the parents/guardians of the dropout/irregular students identified by the Headmaster/Headmistress in all schools	Monthly
7.	Conduct counselling to the parents/guardians of the students who are poor in learning outcomes as identified by the Headmaster/Headmistress in all schools	Monthly
8.	Visit households and encourage them to admit their children in Government Schools	Yearly
9.	Visit parents/guardians of all children in Anganwadi and motivate them to admit their children in class-I as per their age criterion	Yearly
10.	Motivate the students who have completed 10 th class to pursue further studies through regular/open schooling or to join in Skill Development courses	Yearly

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S.No	Activity	Frequency of Activity	

III. Society for Elimination of Rural Poverty

S.No	Activity	Frequency of Activity	
1.	Identify eligible beneficiaries for availing pension schemes and process their application for sanction	Monthly	P b p
2.	Identify and include leftover women in the Self-Help Groups	Monthly	P ir
3.	Attend SHG and all VO meetings	Monthly	•
4.	Enrol all eligible beneficiaries under YSR Bhima	Monthly	P b B

IV. Housing

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S.No	Activity	Frequency of Activity
1.	Facilitate the sanction of houses under Housing scheme for all eligible beneficiaries	Monthly

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